

Federal Women's Program

22 August 1979

ITEMS OF INTEREST

1. The DDA Working Group has just elected new officers. We welcome as new Chairman and as Vice-Chairman
2. The FWP Manager has an appointment with Mr. Dirks, DDS&T, on 23 August to discuss the status of women in the directorate. This will conclude her annual rounds with the deputy directors.
3. In conjunction with the Secretarial/Clerical MAG study on Secretarial Career Panels, the FWP Manager has sent a memorandum regarding that subject to the DDCI. (See Distributed Copies)
4. The deadlines for the two EEO Specialist vacancy notices (one for NFAC and the other for DDA) have recently passed. As you will remember, one of the responsibilities of the NFAC vacancy is to assist "with the development, implementation and coordination of a structured program designed to enhance the careers of women in NFAC."
5. Notices regarding the memberships of the FWP Board and NFAC Working Group were recently issued. Copies are available in the FWP Office.
6. The film "Women in Management" has been ordered by OCR and will be available for use with managers.
7. An Agency-wide Correspondence Handbook, has just been issued.
8. In response to inquiries the FWP Office looked into the National Secretaries Association's Professional Secretary Certification program. The information received was forwarded to the Clerical Staffing Branch, but most likely will be found inappropriate for Agency use.

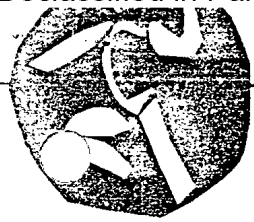
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ITEMS OF INTEREST (Continued)

9. Our CIA exhibit and recruiting efforts at the Delta Sigma Theta Conference in New Orleans 10-17 August attracted many potential applicants. This sorority is for black professional women and approximately 6,000 were in attendance.
10. New Acquisitions to the FWP Reference Collection are:
 - a. Take Charge of Your Career, a workbook for self evaluation
 - b. 20 Black Women, a profile of contemporary black Maryland women.
11. Mr. Carlucci, DDCI, has approved an Agency-wide upward mobility program. Implementation is now being worked out. The background paper is available in the FWP Office.
12. Hispanic Heritage Week is coming 10-16 September. On Friday, the 14th of September at 1100 in the Headquarters Auditorium there will be a guest speaker. He is Santiago Rodriguez who is an administrator from Stanford University. Everyone is welcome. Why not invite your supervisor to join you?
13. Dr. Estelle Ramey has been invited by OTR to be the outside speaker for October 10th. She is Professor of Physiology and Biophysics at Georgetown University and will be speaking on a topic regarding women.
14. There will be a two day conference, 28-29 September, held by Successful Women, Inc. at the Shoreham-Americana Hotel in Washington. For additional information contact the FWP Office.
15. The Southern Maryland Chapter of FEW will be having their next meeting on 13 September at the Prince George Motor Hotel in Marlow Heights, MD. The topic for the meeting will be "Mentors: How to Find Them and How to Use Them. For further details contact the FWP Office.
16. The Working Couples Task Force Report has just come out and is available in the FWP Office.
17. The next FWP Meeting will be 5 October at 1300 in Rm 6E60, HQS. All interested in gathering for lunch please plan to meet in front of the large cafeteria at 1200.

HUMAN RESOURCE ASSOCIATES



Agenda Item
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June, 1979

[redacted] Federal Women's Program Manager
Central Intelligence Agency

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Dear [redacted]

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We have enclosed for your information a brochure describing our Work-Life Skills Development workshop series, which we have conducted effectively through the FEO program for federal workers who are concerned with upward mobility.

X In addition, we have developed a seminar for members of Federal Women's Program Committees to enhance their working relationships and the effectiveness of the committee. The Group Effectiveness Workshop is particularly suited for groups concerned with facilitating member motivation and involvement. Specifically, the workshop is designed to achieve the following objectives:

- to learn who the members of the group are (attitudes and expectations)
- to learn the characteristics and development process of groups
- to identify sources of individual and group strengths
- to identify individual and group goals
- to learn problem-solving skills

It has been our experience that through team-building, information-sharing, and teaching new skills, options become clear and goals are defined.

We would like very much to meet with you and/or representatives of your FWP Committee to discuss your specific objectives and plans for group development and personal skills training. Please call us to arrange a meeting.

Sincerely yours,

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